

Congratulations and Welcome to the State of Kansas - Adjutant General's Department!

Use this website and the new employee orientation to complete your new hire documents, understand your benefits, know your responsibilities as a new state employee and familiarize yourself with state government.

To get started:

Complete the New Employee Orientation Modules

Click on the icon at the top of this page to start our New Employee Orientation (NEO). Please read the instruction page for best tips on viewing the presentation before you start the orientation. The orientation is broken into five modules so you can complete them at your own pace. After completing the orientation, make sure you submit all required paperwork to your agency's Human Resource Benefits Representative (HR/Ben Rep) by the required deadlines. We have checklists that will help you along the way.

Forgot to print the forms while viewing the orientation?

Just click the "Forms" tab and you will be able to find all of the necessary forms that you need to submit to your agency's HR/Ben Rep in order to complete your new hire process.

Need to review your benefit options?

Just click the "Benefits" tab to view links to our Statewide Benefits webpage. Your benefits are an important part of your employment package with the State and this website includes a wealth of information about each of these programs. Feel free to contact the Statewide Benefits Office or contact the vendors directly for more detailed information. Remember, you can also go back into the modules at anytime to help answer your questions.

Need to know your responsibilities as outlined in the Policies and Procedures?

Click on the "Policies and Procedures" tab to get links to our Human Resource Management website where you will find agency policies and procedures.

Need more information?

Remember, you can always contact your agency's HR/Ben Rep at (785) 274-1386 if you need additional help.